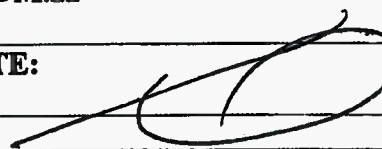


LAS VEGAS POLICE DEPARTMENT	ADMINISTRATION
SUBJECT: <i>Liaison with other Agencies</i>	NUMBER: ADM.22
EFFECTIVE DATE: <i>9 September 2010</i>	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED: 
NMMLEPSC STANDARDS: <i>ADM.15.01 – ADM.15.03</i>	Chief of Police Gary Gold
	NMSA:

I. PURPOSE:

The purpose of this policy is to ensure the efficient and effective management of the Liaison with other agencies function by providing administrative guidance that identifies the responsibilities and processes within the uniform and other organizational areas of the department.

II. POLICY:

It is the policy of the Las Vegas Police Department to manage the liaison with other agencies, in an effective and efficient manner by coordinating the efforts of uniform and other organizational areas of the department.

III. APPLICABILITY:

This policy is applicable to all commissioned and non-commission employees of the Las Vegas Police Department.

IV. REFERENCES:

None

V. DEFINITIONS:

None

VI. PROCEDURE:

A. Responsibility

It is the policy of the Department to establish and maintain a positive working relationship with other agencies. The guidelines set out herein should assist employees in maintaining open communication and cooperation with other agencies not only within the Criminal Justice System, but in the realm of social services.

1. All employees of the Department are reminded that they work for the public and they are responsible to protect and serve in all areas of public safety.
2. Employees often encounter people who are in need of services from one or more of the local social service agencies. Although these problems may not be of a criminal nature, employees are obligated to make every effort to determine the needs of the individual and assist in obtaining help.
3. Because all criminal justice and social service agencies must work together, each employee is responsible for acting in a courteous and professional manner when in contact with other criminal justice and social service agencies.

B. Referrals

1. Department employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice agency or a social service agency.
 2. All officers are expected to be familiar with the application of New Mexico State Law as it applies to problems arising within the community. In dealing with problems presented to the officer, the determination of whether the problem is of a criminal nature or of a social or civil nature is made by the officer.
 3. Referrals to other agencies should be based upon specific criteria:
 - a. Nature of the problem
 - b. Type of help or remedy required
 - c. Identification of the agency best suited to provide the necessary remedy.
- C. Juvenile problems should normally be referred to and handled by either, Children, Youth and Families, the Juvenile Probation and Parole Office, or the Department of Human Services.**
- D. Adult criminal nature problems should be handled through either the District Attorney's Office or Adult Probation Office. The determination which office is to be referred to should be based on the type and degree of the crime.**
- E. Problems which are determined to be of a civil nature should be referred to either the San Miguel County Sheriff's Office or the appropriate court.**
- F. Issues which could be deemed a social problem should be referred to a variety of services and resources which are available in San Miguel County. Employees should maintain a working knowledge of the available services and resources in order to expedite the referral process.**

G. At times, a situation may require an officer to transport individuals to a social service agency, arrange for transportation or arrange for a representative of the agency to come to their location. In these situations, employees should cooperate fully with all social service agencies, if possible.

H. The Las Vegas Police Department also have situations which may require officers to make referrals to other law enforcement and fire rescue agencies, Adult Probation and Parole, Juvenile Probation and Parole, Human Services, local emergency medical care and any other agency deemed necessary to accomplish the situation at hand.

VII. ATTACHEMENTS:

NONE